



Travis County Commissioners Court Agenda Request

Meeting Date: 12/17/2013, 9:00 AM, Voting Session

Prepared By/Phone Number: Alan Miller, Planning and Budget, 854-9726

Elected/Appointed Official/Dept. Head: Leslie Browder, County Executive,
Planning and Budget

Commissioners Court Sponsor: Judge Samuel T. Biscoe

Review and approve new contract with the Texas Council for Developmental Disabilities for an Accessible Parking Awareness Campaign in Constable Precinct Five's Office.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

This proposal is for a 6 month planning grant for Constable 5 to develop a public awareness campaign around accessible parking.

STAFF RECOMMENDATIONS:

PBO recommends approval.

ISSUES AND OPPORTUNITIES:

Additional information is provided on the grant summary sheets.

FISCAL IMPACT AND SOURCE OF FUNDING:

A grant match is required, which is met through the allocation of existing staff time toward the program.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office

Leslie Browder

County Judge's Office

David Salazar

TRAVIS COUNTY

12/17/2013

GRANT APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE

FY 2014

The following list represents those actions required by the Commissioners Court for departments to apply for, accept, or continue to operate grant programs. This regular agenda item contains this summary sheet, as well as backup material that is attached for clarification.

Dept.	Grant Title	Grant Period	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	PBO Notes	Auditor's Assessment	Page #
A	135 Accessible Parking Awareness Campaign	01/01/14 - 06/30/14	\$37,125	\$12,375	\$0	\$0	\$49,500	0.50	R	MC	7

Contracts

PBO Notes:

- R - PBO recommends approval
 - NR - PBO does not recommend approval
 - D - PBO recommends item be discussed
- County Auditor's Complexity Assessment measuring Impact to their Office's Resources/Workload**
- S - Simple
 - MC - Moderately Complex
 - C - Complex
 - EC - Extremely Complex

**FY 2014 Grant Summary Report
Grant Applications approved by Commissioners Court**

The following is a list of grants for which application has been submitted since October 1, 2013, and the notification of award has not yet been received.

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	07/01/14 - 07/31/15	\$43,569	\$12,244	\$0	\$0	\$55,813	1.00	10/8/2013
124	Formula Grant-Indigent Defense Program	10/1/13 - 09/30/14	\$442,000	\$0	\$0	\$0	\$442,000	0.00	10/15/2013
155	Prostitution Prevention Program-Planning Grant	01/01/14 - 08/31/14	\$30,000	\$0	\$0	\$0	\$30,000	0.00	10/22/2013
117	Southwest Travis County Historical Survey	10/01/13 - 09/30/15	\$8,500	\$0	\$7,500	\$1,000	\$17,000	0.00	11/12/2013
158	Phase 31 Emergency Food and Shelter Program	04/01/13 - 03/31/14	\$25,000	\$0	\$0	\$0	\$25,000	0.00	11/12/2013
119	Underage Drinking Prevention grant	10/01/14 - 09/30/15	\$161,204	\$0	\$35,951	\$55,000	\$252,155	3.00	11/26/2013
155	Prostitution Prevention Program-Planning Grant*	01/01/14 - 12/31/14	\$40,000	\$0	\$0	\$0	\$40,000	0.00	12/3/2013
			\$750,273	\$12,244	\$43,451	\$56,000	\$861,968	4.00	

*Amended from original agreement.

**FY 2014 Grant Summary Report
Grants Approved by Commissioners Court**

The following is a list of grants that have been received by Travis County since October 1, 2013.

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
124	Travis County Veterans's Court	09/01/13 - 08/31/14	\$185,919	\$0	\$0	\$0	\$185,919	2.00	10/1/2013
137	2010 Byrne Justice Assistance Grant*	10/01/2009 - 03/31/14	\$114,285	\$0	\$0	\$0	\$114,285	0.00	10/1/2013
139	Travis County Adult Probation DWI Court/SAMHSA	09/30/13 - 09/29/14	\$101,270	\$0	\$0	\$0	\$101,270	1.30	10/1/2013
139	Travis County Adult Probation DWI Court/OOG	09/01/13 - 09/31/14	\$228,460	\$0	\$0	\$0	\$228,460	4.00	10/1/2013
142	Drug Diversion Court	09/01/13 - 08/31/14	\$132,585	\$0	\$0	\$0	\$132,585	0.00	10/1/2013
145	Drug Court and In-Home Family Services	09/01/13 - 08/31/14	\$162,000	\$18,007	\$0	\$0	\$180,007	0.20	10/8/2013
158	Parenting in Recovery II	09/30/13 - 09/29/14	\$481,000	\$259,000	\$0	\$0	\$740,000	2.00	10/8/2013
120	Electronic Transmission of Ballot Portal	09/30/14 - 12/31/18	\$19,950	\$0	\$0	\$0	\$19,950	0.00	10/8/2013
137	Vision Summit	01/01/13 - 10/31/13	\$78,147	\$0	\$0	\$0	\$78,147	0.00	10/8/2013
137	Child Abuse Victim Services Personnel	09/01/13 - 08/31/14	\$23,092	\$0	\$34,639	\$0	\$57,731	1.00	10/15/2013
147	Emergency Management Performance Grant	10/01/12 - 03/31/14	\$69,699	\$69,699	\$0	\$0	\$139,398	0.00	10/15/2013
147	Homeland Security Grant Program, State Homeland Security Program	09/01/13 - 01/31/15	\$9,500	\$0	\$0	\$0	\$9,500	0.00	10/15/2013
147	Homeland Security Grant Program, State Homeland Security Law Enforcement Terrorist Prevention Activities Program	09/01/13 - 01/31/15	\$22,500	\$0	\$0	\$0	\$22,500	0.00	10/15/2013
158	Title IV-E Child Welfare Services	10/01/13 - 09/30/14	\$20,508	\$67,430	\$0	\$0	\$87,938	0.60	10/15/2013
119	Family Violence Accelerated Prosecution Program	09/01/13 - 08/31/14	\$84,957	\$34,053	\$0	\$0	\$119,010	2.23	10/22/2013
122	Family Drug Treatment Court	09/01/13 - 08/31/14	\$137,388	\$0	\$0	\$0	\$137,388	1.00	10/22/2013

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
145	Juvenile Drug Treatment Court-SAMHSA/CSAT	09/30/13 - 09/29/14	\$227,670	\$0	\$0	\$0	\$227,670	0.00	10/22/2013
145	Trauma Informed Assessment and Response program	09/01/13 - 08/31/14	\$154,132	\$0	\$0	\$0	\$154,132	0.50	10/29/2013
145	The Eagle Soars program	09/01/13 - 08/31/14	\$62,886	\$15,722	\$0	\$0	\$78,608	1.12	10/29/2013
145	Enhancing Services for Victims of Crime Program	09/01/13 - 08/31/14	\$104,222	\$0	\$0	\$0	\$104,222	0.00	10/29/2013
124	Indigent Defense System Evaluation Project*	09/01/12 - 08/31/14	\$230,318	\$0	\$0	\$0	\$230,318	1.00	11/5/2013
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	09/01/11 - 08/31/16	\$578,449	\$99,779	\$0	\$0	\$678,228	11.00	11/5/2013
145	Residential Substance Abuse Treatment Program	10/01/13 - 09/30/14	\$142,933	\$47,644	\$0	\$0	\$190,577	1.67	11/19/2013
137	State Criminal Alien Assistance Program	07/11/11 - 06/30/12	\$483,085	\$0	\$0	\$0	\$483,085	0.00	11/26/2013
158	Comprehensive Energy Assistance Program Amendment #2*	01/01/13 - 12/31/13	\$2,898,329	\$0	\$0	\$0	\$2,898,329	6.00	11/26/2013
158	Coming of Age (DADS)	11/15/13 - 03/31/14	\$14,282	\$0	\$0	\$0	\$14,282	0.00	12/3/2013
137	K9s4COPS	11/22/13 - 09/30/14	\$12,000	\$0	\$0	\$0	\$12,000	0.00	12/10/2013
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	07/01/14 - 07/31/15	\$44,000	\$0	\$0	\$0	\$44,000	0.00	12/10/2013

*Amended from original agreement. \$6,823,566 \$611,334 \$34,639 \$0 \$7,469,539 35.62

FY 2014 Grants Summary Report

Permission to Continue

Amount requested for PTC

Dept	Name of Grant	Grant Term per Application	Personnel Cost	Operating Transfer	Total Request	Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Has the General Fund been Reimbursed?
158	AmeriCorps Grant Program	08/01/13 - 07/31/14	\$100,540	\$7,300	\$107,840	31.00	9/30/2013	7/30/2013	No
119	Family Violence Accelerated Prosecution Program	09/01/2013 - 08/31/2014	\$13,150	\$0	\$13,150	1.00	10/31/2013	8/27/2013	No
119	Other Victim Assistance Grant Program	09/01/2013 - 08/31/2014	\$9,286	\$0	\$9,286	1.00	10/31/2013	8/27/2013	No
122	Family Drug Treatment Court	09/01/2013 - 08/31/2014	\$5,422	\$0	\$5,422	1.00	9/30/2013	8/27/2013	Yes
124	Veterans' Court Program	09/01/2013 - 08/31/2014	\$13,801	\$0	\$13,801	2.00	10/31/2013	8/27/2013	Yes
137	Child Abuse Victim Services Personnel Program	09/01/2013 - 08/31/2014	\$8,852	\$0	\$8,852	1.00	10/31/2013	8/27/2013	Yes
142	Drug Diversion Court Program	09/01/2013 - 08/31/2014	\$10,376	\$0	\$10,376	1.00	10/31/2013	8/27/2013	No
145	Juvenile Accountability Block Grant Local Assessment Center Program	09/01/2013 - 08/31/2014	\$9,800	\$0	\$9,800	1.00	10/31/2013	8/27/2013	Yes
145	Trauma Informed Assessment and Response Program	09/01/2013 - 08/31/2014	\$5,966	\$0	\$5,966	0.50	10/31/2013	8/27/2013	Yes
145	Austin/Travis County Integral Care Community Partners for Children Coordinator	09/01/2013 - 08/31/2014	\$10,250	\$0	\$10,250	1.00	10/31/2013	8/27/2013	Yes
145	Texas Juvenile Justice Department Grants	09/01/2013 - 08/31/2014	\$405,477	\$0	\$405,477	72.00	10/31/2013	8/27/2013	Yes
139	Adult Probation DWI Court	09/01/13 - 08/31/14	\$52,519	\$0	\$52,519	4.00	11/30/2013	9/10/2013	Yes

FY 2014 Grants Summary Report

Permission to Continue

Dept	Name of Grant	Grant Term per Application	Personnel Cost	Operating Transfer	Total Request	Filled FTEs	PTC Expiration Date	CM. Ct. PTC Approval Date	Has the General Fund been Reimbursed?
124	Travis County Veterans' Court	09/01/13 - 08/31/14	\$13,801	\$0	\$13,801	2.00	10/31/2013	9/24/2013	Yes
122	Family Drug Treatment Court	09/01/13 - 08/31/14	\$5,566	\$0	\$5,566	1.00	10/31/2013	9/24/2013	Yes
145	Residential Substance Abuse Treatment Program	10/01/13 - 09/30/14	\$10,098	\$0	\$10,098	1.67	11/30/2013	9/24/2013	Yes
158	Parenting in Reovery II	09/30/13 - 09/29/14	\$22,909	\$0	\$22,909	1.00	12/31/2013	9/24/2013	No
158	Comprehensive Energy Assistance Program	01/01/2014 - 12/31/14	\$63,805	\$500,000	\$563,805	7.00	3/31/2014	12/10/2013	No
Totals			\$761,618	\$507,300	\$1,268,918	129.17			



TRAVIS COUNTY
FY 14 GRANT SUMMARY SHEET

Contract #:

SAP #:

Check One:	Application Approval: <input type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input checked="" type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input checked="" type="checkbox"/>	Continuation Grant: <input type="checkbox"/>
Department/Division:	Constable, Precinct 5	
Contact Person/Title:	Leslie Pool, Executive Assistant	
Phone Number:	512.854.3712	

Grant Title:	Accessible Parking Awareness Campaign		
Grant Period:	From: <input style="width: 100px;" type="text" value="January 1, 2014"/>	To: <input style="width: 100px;" type="text" value="June 30, 2014"/>	
Fund Source:	Federal: <input checked="" type="checkbox"/>	State: <input type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Texas Council for Developmental Disabilities		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>	
Originating Grantor:	U.S. Department of Health and Human Services, Administration on Intellectual and Developmental Disabilities		

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 0	\$ 12,375	\$ 0	\$ 0	\$ 12,375
Operating:	\$ 37,125	\$ 0	\$ 0	\$ 0	\$ 37,125
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 37,125	\$ 12,375	\$ 0	\$ 0	\$ 49,500
FTEs:	0.50	0.00	0.00	0.00	0.50

Permission to Continue Information					
Funding Source (Cost Center)	Personnel Cost	Operating Cost	Estimated Total	Filled FTE	PTC Expiration Date
	\$ 0	\$ 0	\$ 0	0.00	

Department	Review	Staff Initials	Comments
County Auditor	<input checked="" type="checkbox"/>	MN	
County Attorney	<input checked="" type="checkbox"/>	JC	

Performance Measures					
#	Measure	Actual FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure	Projected FY 15 Measure
+ -	Applicable Departmental Measures				
1.					
2.					
3.					
+ -	Measures for the Grant				
1.					
	Outcome Impact Description				
2.					
	Outcome Impact Description				
3.					
	Outcome Impact Description				

PBO Recommendation:

Constable, Precinct Five has received approval of a grant contract to the U.S. Department of Health and Human Services, Administration on Intellectual and Developmental Disabilities through the Texas Council for Developmental Disabilities.

This grant will fund a 6-month planning process at the Constable Precinct Five Office to develop a public awareness campaign around accessible parking. The grant requires a 25% County match, which will be fulfilled using the work-time of two county FTEs.

The department believes that the professional consulting and tools obtained through the grant would expand visibility of the Disabled Parking Enforcement (DPE) program in the department, and would build community partnerships and programmatic awareness.

PBO recommends approval of this grant contract.

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing one?

This grant will fund a 6-month planning process to develop a public awareness campaign around accessible parking. The grantor anticipates awarding a second grant to fund implementation of the winning campaign.

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

NA

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

The grant requires matching funds of equal to 25% of the funds requested. The match will be achieved using existing county employees (17.5% of one staffer's time, and 30% of a second's, over 6 months).

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

none

5. County Commitment to the Program Upon Termination of the Grant: Will the program end upon termination of the grant funding: Yes or No? If No, what is the proposed funding mechanism: (1) Request additional funding or (2) Use departmental resources. If (2), provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

No additional County funds would be required. The grant is scoped specifically to planning a campaign. With the grant, our professional creative partner would engage Travis County team at Constable 5 to name the project; create a logo; design to proof phase three brochures, plus printed materials and signage needed for a community symposium; build a splash page for a website that can be expanded; design a billboard; and film and produce two short PSA videos to be distributed for airing. The granting agency (TCDD) contemplates a second grant award to implement the campaign plan; if Travis County receives the phase 2 grant, then those funds would support the realization of the plan, to include print production of the various materials, and all activities needed to convene the symposium. All of these activities would be funded by the grant, and any County involvement is within existing resources.

6. If this is a new program, please provide information why the County should expand into this area.

Travis County has not engaged in a major public education campaign on Accessible Parking; the focus has been primarily on enforcement. This grant gives the County an opportunity to be proactive by preventing violations before they occur.

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

The grant funds professional expertise that would expand visibility of our current enforcement DPE program, help TCDD and Travis County by building partnerships with community organizations through the addition of a public awareness campaign, increase public knowledge of the reasons for accessible parking, and decrease the number of accessible parking violations county-wide.



CARLOS B. LOPEZ

TRAVIS COUNTY CONSTABLE, PRECINCT FIVE

November 13, 2013

MEMO TO: Commissioners Court

FROM: Carlos B. Lopez

A handwritten signature in black ink, appearing to be "C. Lopez", written over the printed name.

SUBJECT: Requesting Court Acceptance of Grant Offered

We are pleased to report that Constable 5's application for a planning grant from the Texas Council for Developmental Disabilities to prepare an Accessible Parking Awareness Campaign was successful. My office was notified October 30 that the grant would be fully funded.

I request this item be added to the Court's agenda for December 3, and that the Court accept this grant.



TRAVIS COUNTY COURTHOUSE COMPLEX ♦ 1003 GUADALUPE ST. ♦ AUSTIN, TEXAS 78701

PHONE (512) 854-9100 ♦ FAX (512) 854-4228 ♦ WWW.CONSTABLE5.COM



**TEXAS COUNCIL *for*
DEVELOPMENTAL
DISABILITIES**

(512) 437-5432
(800) 262-0334
Fax (512) 437-5434

6201 E. Oltorf, Suite 600, Austin, TX 78741-7509
E-Mail: tcdd@tcdd.texas.gov
Internet: <http://www.tcdd.texas.gov>

Mary Durham, Chair
Andrew D. Crim, Vice Chair
Roger A. Webb, Executive Director

November 27, 2013

Judge Samuel T. Biscoe
Travis County
700 Lavaca Street
Austin, TX

Dear Judge Biscoe:

Grant Number: 13183

Enclosed is the Notice of Grant Award for your "Accessible Parking Awareness Campaign" project which has been approved. Please sign document and **return to us with, the appropriate signature as soon as possible.**

Also enclosed is a Texas Council for Developmental Disabilities membership list. Contact this office for guidance if any Council member is on the grantee agency board of directors or equivalent entity. You may wish to refer to Assurance #16 which relates to conflict of interest with Council members.

The award is subject to additional amendments/revisions in the project workplan and budget as deemed necessary by TCDD staff or as requested by Project staff and approved by our office. If you have questions or need additional information, please contact Grants Management staff at (512) 437-5437. We have enclosed a copy of PART IV. A. Budget Detail showing a detailed breakdown of the approved budget.

Sincerely,

Roger Webb

Digitally signed by Roger Webb
DN: cn=Roger Webb, o=Texas Council for Developmental Disabilities,
email=Roger.Webb@tcdd.texas.gov, c=US
Date: 2013.11.27 09:42:23 -0500

Roger A. Webb
Executive Director

RAW/bsb

Enclosures

cc: Nicki Riley
Leslie Pool

Council Membership Roster

October 2013

Person	Term Expires	Person	Term Expires
Mary Durham, Chair McAllen, TX	At the pleasure of the Governor	Cindy Johnston Dallas, TX	2013
Andrew Crim, Vice Chair Fort Worth, TX	2013	Diana Kern Cedar Creek, TX	2015
Rebecca Hunter Adkins Lakeway, TX	2015	Scott McAvoy Cedar Park, TX	2015
Kimberly Blackmon Fort Worth, TX	2015	John C. Morris Austin, TX	2013
Kristine Clark San Antonio, TX	2017	Dana Perry Brownwood, TX	2015
Gladys A. Cortez McAllen, TX	2017	Joe Rivas Denton, TX	2017
Kristen Cox El Paso, TX	2015	David Taylor El Paso, TX	2017
Mateo Delgado El Paso, TX	2013	Lora Trainer Taylor Houston, TX	2013
Stephen Gersuk Plano, TX	2013	Richard Tisch Spring, TX	2015
		Susan Vardell Sherman, TX	2013

Agency Representatives

Agency	Representative
Disability Rights Texas	Mary Faithfull
The Texas Center for Disability Studies (CDS)	Patty Anderson, Alternate
Center on Disability and Development at Texas A&M University (TAMU)	Penny Seay
Texas Education Agency (TEA)	Michael Benz
Texas Health & Human Services Commission (HHSC)	Amy Sharp, Alternate
Department of Aging and Disability Services (DADS)	Cindy Swain
Department of Assistive and Rehabilitative Services (DARS)	Barbara Kaatz, Alternate
Department of State Health Services (DSHS)	Vacant
	Jeff Kaufmann
	Sara Kendall
	Manda Hall
	Kathy Griffis-Bailey, Alternate

Project Title: Accessible Parking Awareness Campaign
Grantee Name: Travis County

Date: November 25, 2013

GRANT PROPOSAL Part I: Project Profile

A. Request for Proposal Title: Accessible Parking Awareness Campaign RFP #2013-1

B. Name of Organization: Travis County

C. Address: 700 Lavaca Street, Austin, TX 78701

D. Telephone: 512-854-3712

E. Fax:

F. E-mail Address: leslie.pool@co.travis.tx.us

G. Check Type of Organization:

- (01) State Agency (02) Local Government Agency
 (03) Private, Non-Profit (04) Public, Non-Profit
 (05) Private, For-Profit (06) Institution of Higher Education

Organization's 14-digit State Comptroller Vendor ID: 17460001922000

H. Identify Texas counties in which the work will be performed: proposal focuses on Travis, but could be expanded

Are any of these counties poverty counties? Yes No If "Yes", what percentage:

I. Funds Requested (Totals are for 6 month grant period only)

	Totals
TCDD Funds	\$37,125
Match	\$12,375
Total Federal and Match Funds	\$49,500
Other funds (not used as match)	0

J. Will you accept a partial award? yes

K. Name of Authorizing Official: Travis County Judge Samuel T. Biscoe

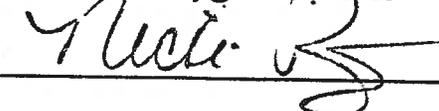
Email Address: sam.biscoe@co.travis.tx.us

I certify that I have reviewed the proposal and all required documents are attached, and are true, complete and accurate.

Signature: _____ Date: _____

L. Name of Financial Administrative Authority: Nicki Riley, Travis County Auditor

Email Address: nicki.riley@co.travis.tx.us

Signature:  _____ Date: 12/4/13

M. Date Submitted: _____

Project Title: Accessible Parking Awareness Campaign
Grantee Name: Travis County

Date: November 25, 2013

share the communities where they live. The County has been dedicated to addressing issues related to disabled parking for many years. Since passage of the ADA and various pieces of state legislation that authorized penalties for illegally parking in accessible parking space, constable deputies have been ticketing violations of accessible parking since 1993. By 1995 the Accessible Parking Enforcement program had begun recruiting a corps of community volunteers to train and be deputized in the program. Despite ongoing efforts of law enforcement and volunteers, and recognizing the steady stream of people moving to Travis County every day (including wounded veterans from Iraq and Afghanistan to civilian life), accessible parking spaces in Travis County continue to be misused. With this grant, Travis County can ramp up its community outreach to demonstrate that accessible parking is about more than a person's disability, it is about a person's ability to participate in their community. Travis County would be the geographic focus of this campaign. We believe we can effect measureable change here, we are a known entity, and we are familiar with the needs citizens with disabilities have with parking.

Operation ACCESS, a multi-faceted campaign focused on increasing public awareness of accessible parking and decreasing the number of violations for illegal use throughout Travis County. The issue is larger than simply Travis County – concerns extend statewide – so we address this by working with statewide councils like the Governor's Committee for People with Disabilities and the Community Action Network. Through networking, the reach of this campaign is potentially much larger than simply Travis County.

Our professional partner, CreativePickle, (CreativePickle.com) commits to delivering these concrete outcomes for Operation ACCESS:

- Project naming based on client discussion and input from individuals with disabilities
- Custom logo design based on market research, client discussion and input from individuals with DD
- Splash page website design and development: design a landing page for the project initiative using new logo and based on client discussions; design to include "Espanol" button to click for text translation
- PSA videos produced to help educate the public on project initiative and serve as a marketing tool; English & Spanish versions, close-captioned. Today, with the mass-usage of the Internet and the explosion of the YouTube market, PSA videos can reach a wide audience at little to no cost of distribution. The production of the PSA will result in a video that can be broadcast on television, projected at a conference, posted and shared via YouTube, shared via social media outlets, and posted on our website. More than 78% of people watch at least one online video per week, and 55% watch online videos every day. Over 1 billion unique users visit YouTube every month (*Source: <http://threemotion.co.uk/the-power-of-online-video-the-stats-2013>*).
- Brochure designs based on new project logo, brand standards, and brochures previously developed by client that will serve as outreach and educational materials; client's content amped up with editing, marketing copywriting, and design to communicate initiative message; English, Spanish, Braille, and Large Text versions.
- Billboard design to match branding and help communicate initiative messaging to the public; English & Spanish versions. Billboard marketing reaches 93% of Americans, second only to television by 1%. But, billboard ads cost 80% less than television ads, 60% less than newspaper ads, and 50% less than radio ads¹. We feel that some well-placed, well-designed billboards will help spread our message effectively and efficiently throughout Travis County – reaching our exact target market: Drivers.
(*Source: www.businessknowledgesource.com/marketing/using_billboards_for_marketing_026351.html*)
- Symposium planning, including event goals. Symposium materials to include PowerPoint design/ infographics to communicate messaging, signage, program. The products that will be developed during Phase I will be part of the preparation and planning for the public symposium, which will not take place during Phase I. Rather, the symposium itself will bring together the elements developed

Project Title: Accessible Parking Awareness Campaign
Grantee Name: Travis County

Date: November 25, 2013

during Phase I and helps us reach our ultimate goal of a successful public event to spread our message.

- Individuals with disabilities will participate directly in the project by starring in/providing feedback in the public awareness materials including the PSA and brochures, as well as participating in the development of/attending the community symposium.

Our community partners were chosen from among the groups familiar to Travis County who we believe will bring issue expertise and credibility, be a significant force in assisting with statistical sampling, spreading our message broadly within Travis County and, should the grantor indicate interest, be able to expand this effort to other counties. As additional partners are identified we will add to the groups listed:

- *Texas Governor's Committee on People with Disabilities*. This state entity envisions a Texas where people with disabilities have the opportunity to enjoy full and equal access to lives of independence, productivity and self-determination.
- *Texas Center for Disability Studies* a nonprofit, interdisciplinary team of professionals at the university level, persons with disabilities from state, regional, and local communities, statewide service providers, and advocacy organization specialists.
- *Community Action Network (CAN)*. This community-based organization is a partnership of governmental, nonprofit, private and faith-based organizations which leverage mutual resources to collectively improve social, health, educational and economic opportunities for our community.
- *Travis County Tax Assessor-Collector*. A Travis County office that issues parking placards, both permanent and temporary, for people with disabilities
- *Austin Mayor's Committee for People with Disabilities* advises the city council and city manage on issues affecting people with disabilities to enable them to participate fully in all aspects of city life
- *Travis County Veterans Services* supports and assists veterans as they re-enter civilian society and helps them connect with services in the community.
- *Beyond Today*. A nonprofit that promotes peer support and recovery services while informing policy to provide individuals the tools they need to improve their health and wellness in order to live self-directed, self-fulfilled lives and reach their full potential.

Our community partners agree to collaborate with us on some or all of these activities:

- Community Symposium: Designing, participating in, or advertising a community symposium event including roundtable discussions that will educate the community about the importance of accessible parking, the benefits of accessibility, and the principles of universal design
- Provide feedback that will support the development or dissemination of accessible parking brochures
- Concept development or delivery of accessible parking videos
- Developing evaluation tools that will help evaluate the success of Operation ACCESS

Our target audience was determined by reviewing training materials and seeking volunteer feedback from our Disabled Parking Enforcement program and monitoring disabled parking abuse complaints via the Constable 5 website. We also sought feedback from our current partner Travis County Tax Assessor-Collector, as well as partners whose stakeholders extend outside Travis County including Texas Parent to Parent and Governor's Committee for People with Disabilities. We reviewed other public awareness efforts such as City of Austin accessible parking PSAs, the City of Phoenix Save Our Space campaign, and Special Olympics Erase the R word campaign.

Stakeholder feedback (including those with and without various disabilities) will be incorporated in public awareness materials by asking stakeholders via our partner organizations to review the materials and

Project Title: Accessible Parking Awareness Campaign
Grantee Name: Travis County

Date: November 25, 2013

complete an evaluation survey. Operation ACCESS will consider all evaluation forms before finalizing public awareness materials. Operation ACCESS will provide stakeholder feedback/evaluation opportunities at least twice (could be three times?) during the 6 month planning process: once before the video and brochures are finalized and once during the community symposium planning. Operation ACCESS will ask at least 3 partner organizations to actively seek feedback from non-traditional partners.

The timing of the Texas Council for Developmental Disabilities grant fits well with the status of the Travis County Accessible Parking Enforcement initiative. The County recognizes improving access for citizens with disabilities as an important community value. County officials embrace this mission, viewing work in this arena as a needed community benefit. Travis County would enhance its current enforcement-heavy program with a multi-pronged educational awareness campaign. By combining professional targeting with active community partner collaborations and Travis County's familiarity with the issue, Operation ACCESS would raise the visibility of the initiative, resulting in fewer violations of Accessible Parking laws, and see an overall increase in accessible parking for people with disabilities. To that end, Travis County will conduct the activities described above as part of the overall development of a Phase II strategic implementation plan, to be submitted at the completion of the 6-month Phase I planning period.

Part II: Program Information (Workplan)

C. Project Goal, Objectives, and Activities:

Project Goal One: Develop a plan for Accessible Parking Awareness Campaign, Operation ACCESS

Objective 1: Name and brand the campaign, develop marketing materials to communicate the message of the campaign, and plan an education/outreach event (or events) in Travis County to aid in raising public awareness of accessible parking

Activities	Number of participants and frequency of activity	Time Frame	Person/Position Responsible
Project naming	CreativePickle with Travis County team (2 staff)	~11 days	CreativePickle with Travis County team direction/approval
Custom logo design	CreativePickle with Travis County team (2 staff)	~40 days	CreativePickle with Travis County team direction/approval
Splash page website design & development	CreativePickle with Travis County team (2 staff)	~120 days	CreativePickle with Travis County team direction/approval
Develop two PSA videos	CreativePickle with Travis County team (2 staff)	~80 days	CreativePickle with Travis County team direction/approval
Design up to three brochures	CreativePickle with Travis County team (2 staff)	~80 days	CreativePickle with Travis County team direction/approval
Billboard design	CreativePickle with Travis County team (2 staff)	~20 days	CreativePickle with Travis County team direction/approval
Symposium planning	CreativePickle with Travis County team (2 staff)	~165 days	CreativePickle with Travis County team direction/approval
Phase II Strategic Plan development and submission	CreativePickle with Travis County team (2 staff)	~180 days	CreativePickle with Travis County team direction/approval

Activities will include stakeholder input and feedback as described in Project Narrative.

Project Title: Accessible Parking Awareness Campaign
Grantee Name: Travis County

Date: November 25, 2013

Part III: Organizational Structure, Experience and Qualifications of Personnel

A. Mission Statement (if relevant) and Organizational Structure: Travis County Government has provided policy and procedure structure for Travis County since its founding in 1840. The Commissioners Court is the chief policy making and administrative branch of county government, setting tax rates, determining fees for many county services, and determining how collected revenues will be distributed among different county departments to provide services to the community.

B. Organizational Experience: The staff identified in this proposal have many years of combined service and expertise in program development and management. Additionally, Travis County Constable Precinct 5 has operated an Accessible Parking Enforcement program since 1995. We have identified an experienced marketing firm to provide needed creative support and enlisted the expertise of an array of well-known and credentialed professional organizations to aid the County in developing strategy for the public awareness campaign.

C. Partnerships:

Marketing Partner – CreativePickle

Community Partners – Parent to Parent, Austin Mayor's Committee for People with Disabilities, Texas Center for Disability Studies, Beyond Today, Office of the Travis County Tax Assessor-Collector, Community Action Network (CAN), Governor's Committee for People with Disabilities, other organizations have been contacted (awaiting response)

D. Project Personnel and Qualifications:

- a. Project Director: Leslie Pool, Executive Assistant, Travis County Constable Pct. 5
- b. Project Coordinator: Tanya Winters, Education & Outreach Coordinator, Travis County Constable Pct. 5
- c. Financial Administrative Authority: Nicki Riley, Travis County Auditor
- d. Other Key Staff: Matthew Naper, Financial Analyst, Travis County Auditor's Office

E. Attach Position Descriptions for Key Project Staff: (attached)

Project Title: Accessible Parking Awareness Campaign
Grantee Name: Travis County

Date: November 25, 2013

Part IV: Financial Information

A. Project Costs Summary

Description	TCDD Funds	Match Funds	Total
Salary and Wages (Salaried Employees)	0	8,574	8,574
Salary and Wages (Hourly Employees)	0	0	0
Fringe Benefits	0	3,801	3,801
Total Salaries and Benefits	\$ 0	\$12,375	\$12,375
Purchased Services	37,125	0	37,125
Travel	0	0	0
Equipment and Supplies	0	0	0
Rental/Leasing	0	0	0
Utilities	0	0	0
Indirect Cost Rate		0	0
Total Annual Operating Costs	\$37,125	\$ 0	\$37,125
TOTAL PROJECT COSTS	\$37,125	\$12,375	\$49,500

Project Title: Accessible Parking Awareness Campaign
 Grantee Name: Travis County

Date: November 25, 2013

Part IV: Financial Information

B. Budget Detail Personnel Services:

1. Personnel Services – Staff Salaries, Wages and Benefits (broken down by individual)						
Salaried Employees	Annual Salary	Time on Project		TCDD Funds	Match Funds	Total
		# of Months	% of Time			
Position Title						0
1. Executive Assistant	\$44,596	6	17.5		3,902	3,902
2. Education & Outreach Coordinator	\$31,146	6	30		4,672	4,672
3.						0
Subtotal Salary and Wages: (Select cell and press F9 for totals)				\$ 0	\$8,574	\$8,574

Hourly Employees (Does not include Consultant Services)					
Position Title	Hourly Rate	# of Hours on Project	TCDD Funds	Match Funds	Total
1.					0
2.					0
3.					0
Subtotal Salary and Wages: (Select cell and press F9 for totals.)			\$ 0	\$ 0	\$ 0

Fringe Benefits (may include but not limited to)	Rate (percentage)	TCDD Funds	Match Funds	Total
FICA	6.2% (SS) + 1.45%(MC)		656	656
Workers Comp	.195%		17	17
Health	(Flat County contribution)		1,956	1,956
Dental	n/a		0	0
Retirement	New rate on 1/1/2014 13.67%		1,172	1,172
(Other)	n/a		0	0
Subtotal Fringe Benefits: (Select cell and press F9 for totals.)		\$ 0	\$3,801	\$3,801
Total Annual Staff Salaries and Wages and Benefits		\$ 0	\$12,375	\$12,375

Project Title: Accessible Parking Awareness Campaign
 Grantee Name: Travis County

Date: November 25, 2013

Part IV: Financial Information

C. Budget Detail Operating Costs:

2. Operating Costs (Select Cell and Press F9 for Totals)			
Purchased Services	TCDD Funds	Match Funds	Total
Printing/Copying			0
Postage			0
Consultant Services	37,125		37,125
Project Advisory Committee Expenses (including travel reimbursement and meeting time)			0
			0
			0
Subtotal Purchased Services	\$37,125	\$ 0	\$37,125
Travel	TCDD Funds	Match Funds	Total
In-State Staff Travel (Rate per Mile x Number of Miles)			0
Out-of-State Travel			0
Subtotal Travel	\$ 0	\$ 0	\$ 0
Equipment and Supplies	TCDD Funds	Match Funds	Total
Equipment			0
Office Supplies			0
Subtotal Equipment and Supplies	\$ 0	\$ 0	\$ 0
Rental/Leasing	TCDD Funds	Match Funds	Total
Office Space (Rate per Sq. Ft. X Number of Sq. Ft).			0
Equipment			0
Subtotal Rental/Leasing	\$ 0	\$ 0	\$ 0
Utilities	TCDD Funds	Match Funds	Total
Gas, Water, Electricity			0
Telephone			0
Subtotal Utilities	\$ 0	\$ 0	\$ 0
INDIRECT COST RATE			\$ 0
Total Annual Operating Costs	\$37,125	\$ 0	\$37,125
TOTAL PROJECT COSTS (Sum of Personnel & Operating Costs)	\$37,125	\$12,375	\$49,500

Part IV: Financial Information

D. Budget Justification Information:

1. **Personnel:** Two staff from Travis County Constable Pct. 5
 - a. **Fringe Benefits charged to the Project:** As noted in the budget detail, Travis County will use salaries & fringe as match. Calculations for fringe are in Part B.

2. **Justification of Operating Costs:**

- a. **Purchased Services:** Professional Services of CreativePickle
Project Naming: \$850; Custom Logo Design: \$1850; Planning and Consulting \$2550; Web Design and Development: \$2575
PSA Videos (2) \$8250; Brochure Designs for 3 brochures \$2725; Billboard Design: \$1575;
Symposium Materials Design \$16,750

OPERATION ACCESS GENERAL PROJECT TIMELINE

Initial outline of project timeline for collaboration between Operation ACCESS (Travis County Constable Precinct 5) and CreativePickle to brand and market the specified project goals.

- Day 1:** Project kick-off meeting to discuss roles and responsibilities; Project overview; Questions by CreativePickle (CP) to inform acronym naming
- Day 2-10:** Operation ACCESS (OA) working on brochure content revision and Acronym Naming
- Day 11:** Acronym naming options delivered to OA by CP; CP begins logo design
- Day 13:** Acronym naming chosen by client; finalized
- Day 14:** CP plans with videographer for PSA video; OA begins site procurement and symposium planning
- Day 15-80:** Video being produced and edited
- Day 32:** CP reviews logo designs with OA; OA reviews symposium plans with CP
- Day 40:** Client chooses logo design, finalized; OA continues planning symposium and developing materials
- Day 41:** Brochure revisions due to CP from OA; CP begins editing, development on brochure designs; video in production; symposium planning
- Day 60-80:** Brochure designs to OA for approval; symposium plans solidified, content in development by OA; Video delivered to client for review
- Day 81-100:** Billboard design developed by CP; Landing page designed by CP, delivered to OA for review
- Day 101-110:** Landing page design finalized; Billboard design finalized
- Day 111-120:** Approved landing page designed programmed and uploaded by CP
- Day 121:** Symposium materials delivered by OA to CP for development
- Day 121-145:** Symposium materials designed by CP
- Day 145-160:** Symposium materials reviewed by OA, edits to CP
- Day 165:** Symposium materials sent to print

- b. **Travel:** n/a
- c. **Office Space:** n/a
- d. **Equipment:** n/a
- e. **Supplies:** n/a
- f. **Utilities:** n/a

3. **Match Requirements:** 25% of total grant (\$12,375) achieved through salaries of County staff assigned to grant.

Part IV: Financial Information

F. Financial Management System Questionnaire:

1. Fiscal Systems:

- a. What is your organization's present operating budget? \$814,237,929
- b. Is a general ledger maintained that clearly summarizes the grant-related transactions?
 Yes No
- c. How are your books maintained?
 cash accrual basis modified accrual/statutory basis
- d. Who will keep these books?
- Name: Matthew Naper Title: Financial Analyst
- e. How often do you prepare financial statements? Annual CAFR
- f. What is your organization's fiscal year end date? September 30
- g. Are you audited annually by an independent CPA? Yes No

Check type:

- Single audit
 Project specific audit
(more than \$500,000 and from only one funding source)
 Audit to satisfy Agency Requirements
(less than \$500,000 from all sources)

- h. Has the organization been audited in the past 12 months? Yes No
If the organization has been audited please provide a copy of the audit management letter.
See attached FY12 Single Audit

- i. Does your organization receive other federal funds? Yes No

If so, what is the anticipated revenue and source? In FY12, Travis County received \$11,886,603 in from multiple federal funds. See attached FY12 Single Audit.

- j. What is your 14-digit State Comptroller vendor ID? 174-60001922000 / DUNS #030908842

Signature of Financial Administrative Authority:



Date:

7-9-13

Project Title: Accessible Parking Awareness Campaign
Grantee Name: Travis County

Date: November 25, 2013

Certification Statement

The grantee hereby assures and certifies that it will comply with all guidelines and requirements with respect to this grant project as specified by

- *The Developmental Disabilities Assistance and Bill of Rights Act, (DD Act) of 2000 (P.L- 106-402),*
- *The Texas Council for Developmental Disabilities, as outlined in the TCDD Grants Manual, and Federal Regulations Title 45 CFR Parts 74 or Part 92 (as applicable) and relevant cost principles.*

If granted funds under the Developmental Disabilities Assistance and Bill of Rights Act, (DD Act) of 2000 (P.L-106-402), I certify that have read all assurances and certifications and do hereby certify, warrant, and confirm that compliance with the assurances will be maintained.

Title:

Date:

Signature of Authorizing Official: _____

Please sign and return this form with your Application. Do not return the Assurances. Failure to return this form with the appropriate signatures will result in the application not being considered

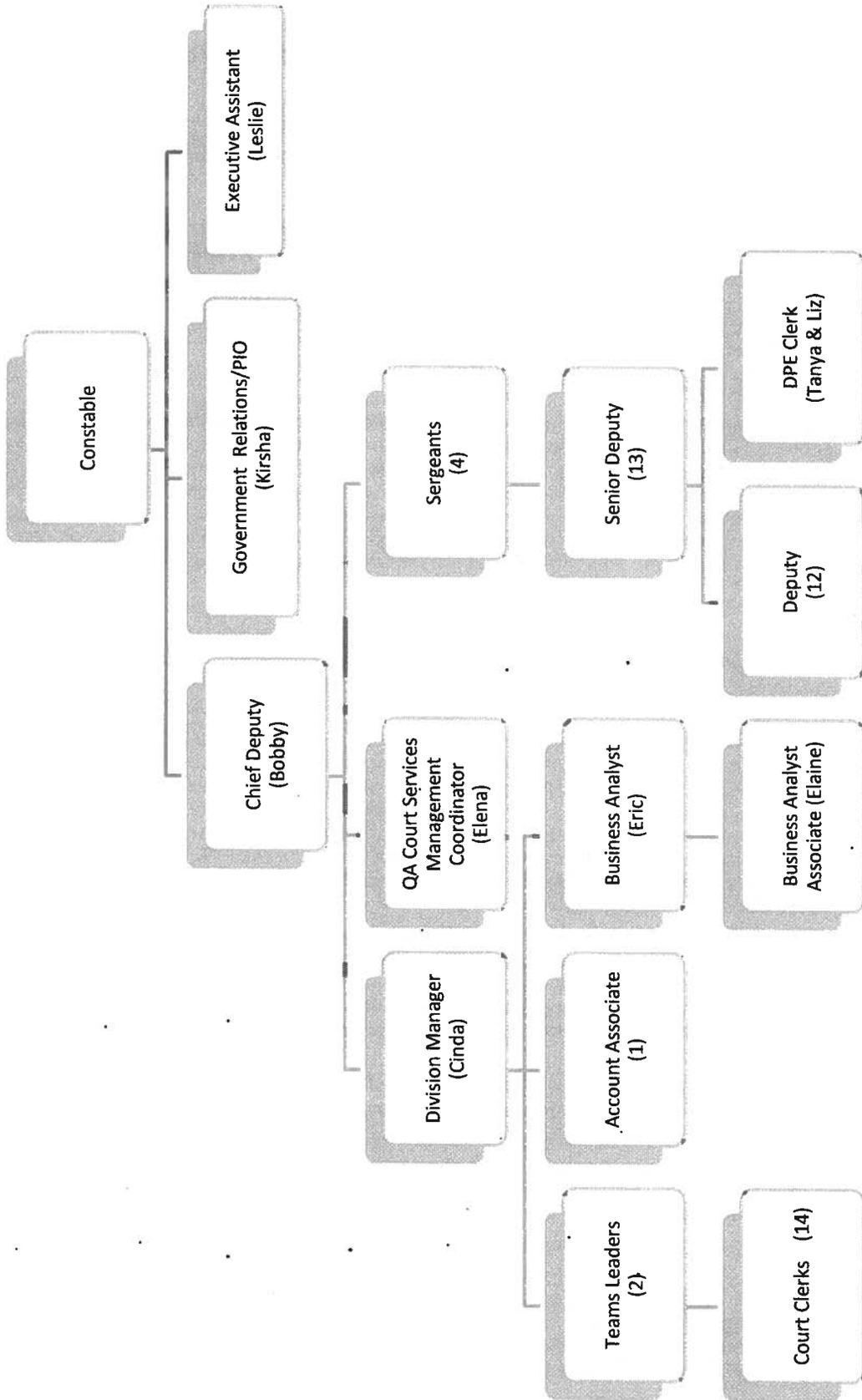
TRAVIS COUNTY PROPOSAL

TCDD 2013-1 ACCESSIBLE PARKING AWARENESS CAMPAIGN

ATTACHMENTS

- A. Organizational Chart, Constable Pct. 5
- B. Position Descriptions of Key Staff
- C. Audit Management Letter
- D. Schedule of Expenditures of Federal Awards, FY2012
- E. Letters of Commitment from Community Partners
- F. Project Time Frames and Costs, CreativePickle.com

TRAVIS COUNTY CONSTABLE PRECINCT 5



TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Executive Assistant – Elected Official

JOB CODE: 18521
PAY GRADE: 18

FLSA STATUS: Exempt
LAST REVISED: 10/01/09

JOB SUMMARY:

Provides specialized support for an Elected Official in the execution of their responsibilities in the operation of County government. Serves as liaison between other officials, County personnel, attorneys, boards, commissions, state and local government officials and the general public. Resolves problems and issues by conducting research, analyzing and developing action-oriented strategies, handling special projects and assisting constituents seeking information or assistance. Oversees operational functions of the office, such as staffing, budgeting, payroll, and purchasing. Serves as the primary advisor to an Elected Official in all areas.

DISTINGUISHING CHARACTERISTICS:

This is the fifth in a series of five administrative-related job classifications within the Administrative Support job family. This classification is distinguished from the Executive Assistant in that incumbents serve as primary advisors to an Elected Official and serves as the representative of the Elected Official's office. Incumbents in this classification serve as the lead administrative official within their respective offices and perform administrative and office management functions. The major duties performed are administrative in nature and require a high degree of independent judgment, discretion, initiative and authority. The results of assigned projects have direct impact on the achievement of departmental goals and objectives. Policy recommendations regularly impact the development of public policy.

DUTIES AND RESPONSIBILITIES:

- Reviews agenda items for the Elected Official and prepares or briefs the official on relevant issues. Monitors Commissioners Court meetings and assists in related functions. Coordinates departmental activities by informing all parties involved in proceedings. Prepares resolutions, proclamations, office correspondence and agenda requests. Reviews incoming correspondence and recommends actions that require decisions.
- Supervises administrative and clerical support staff to include daily work/community assignments, research projects, performance reviews, and other administrative tasks. Prepares or assists in preparing and administering department budget. Handles office transfers and budget amendments. May arrange for office travel. Serves as liaison to Auditor's Office and Planning and Budget Office. Processes time sheets, travel vouchers, and purchase orders to ensure that controls and costs are within budget and auditing standards. Prepares office correspondence and departmental memos. Receives office visitors and officials and responds to telephone inquiries. May review and resolve problems with contracts, invoices and other official documents prior to official's signature. Coordinates appointments, meetings, calendars and other day-to-day workflow issues.
- Organizes, prepares, and represents the Elected Official at neighborhood, community, budget, precinct, city/state or other key meetings, and commissioners work sessions. Responds to constituents' needs and updates the official on issues affecting the County. Follows up on constituent issues and keeps files related to constituent issues. Reports outcome of constituent issues back to constituents. May conduct field visits and prepares reports on findings related to projects and activities. Serves as a liaison to other governmental and nongovernmental agencies and organizations, and on boards and commissions.
- Serves as principal advisor to the Elected Official on issues of importance. May serve as spokesperson to media for the Elected Official. Manages inner-office workflow and serves as a primary point-of-contact for Elected Official.
- Proposes, designs and organizes legal, technical or policy development and research projects. Coordinates with other offices to execute them. May organize and implement departmental programs and activities. Performs programmatic and administrative reviews. May work independently on the coordination of special projects, as required. May participate and advise in drafting County budget.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Government, Public Administration, Business Administration or a directly related field AND four (4) to five (5) years of responsible administrative experience in a service-oriented organization;

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Executive Assistant – Elected Official

JOB CODE: 18521
PAY GRADE: 18

FLSA STATUS: Exempt
LAST REVISED: 10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Education and Experience: (Cont.)

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

None required.

Knowledge, Skills, and Abilities:

Knowledge of:

- County governmental policies and procedures.
- Standard office administration practices and procedures.
- Specialized subject matter.
- Personnel rules and procedures.
- Policies, practices, procedures and terminology of assigned function.
- Accounting, purchasing and budgeting procedures and techniques.
- Constituent interests and issues.
- Specific precinct policies.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Conducting research in areas of substantive importance.
- Advising elected officials on matters of public policy.
- Maintaining important files and records.
- Training and supervising administrative and clerical staff.
- Compiling data and writing clear and comprehensive reports and letters.
- Writing reports, business memos and other documents.
- Interacting with leading public officials, County employees and the general public.
- Interpreting policy and applying to situations as they arise.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Manage and organize diverse community and County activities.
- Accurately receive, research, analyze, prioritize, and effectively communicate information.
- Work independently within broad policy guidelines.
- Set office priorities and ensure that work is performed in a timely manner.
- Independently prepare correspondence, memorandums, and other materials.
- Organize diverse activities.
- Advise Elected Official in substantive matters.
- Perform responsible and complex administrative work involving the use of independent judgment.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Maintain confidential data and information for executive staff.
- Train and supervise office personnel.
- Assist in monitoring a budget, implementing, and maintaining filing and accounting systems.
- Establish and maintain effective working relationships with County employees and officials, with representatives of outside private and public organizations, and with the general public.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Executive Assistant – Elected Official

JOB CODE: 18521
PAY GRADE: 18

FLSA STATUS: Exempt
LAST REVISED: 10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching to perform the essential functions.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Court Clerk I

JOB CODE: 13746
PAY GRADE: 13

FLSA STATUS: Non-Exempt
LAST REVISED: 10/01/09

JOB SUMMARY:

Under moderate supervision, performs a variety of legal clerical duties in response to actions of the courts. Uses independent judgment interpreting and applying procedures and precedents to specific misdemeanor cases. Coordinates and carries out duties involved in assigned causes of action. Performs detailed and complex legal procedures associated with the receipt, review, and filing of court documents. Reviews and analyzes legal documents, indexes documents by applying appropriate category codes and scans documents into electronic imaging systems. Prepares and issues a variety of legal documents. Assesses fees and performs cashier duties. Assists the public and acts as a liaison between the department, courts, other agencies and the public. May function as a Court Clerk II alternate in supporting the court.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of four court clerical-related job classifications within the Administrative Support job family. Incumbents perform duties of moderate complexity. This classification is distinguished from Court Clerk Assistant in that incumbents routinely review the work performed by the Court Clerk Assistant, perform fewer general clerical duties and require greater independent judgment. This classification is distinguished from Court Clerk II in that incumbents do not regularly perform the majority of their work in a court setting and do not function as lead workers or have regular supervisory duties.

DUTIES AND RESPONSIBILITIES:

- Assists and answers questions from the public received in person, by phone or by email regarding the status, disposition, pending actions or other aspects of court cases. Directs customers to the appropriate court clerk. Processes incoming faxes and faxes document confirmation returns. Sorts, logs and distributes incoming mail and legal documents. May date-stamp incoming documents. Performs filing duties. Makes copies when appropriate. May schedule wedding appointments. May provide notary services to public.
- Serves as liaison or primary point of contact with defendants, plaintiffs, families, judges, court personnel, Constable's Officers, attorneys, County and District Attorney's Office, law enforcement agencies, interested parties, and the general public regarding status, disposition, pending actions of individual cases and parties' actions. Assists public and departments on office policy and procedures. Responds to legal and administrative inquiries. Takes initial steps to resolve citizen complaints and ensures department policies and procedures are met. Provides technical advice and assistance regarding legal documents of all types.
- May assess fees and fines, receive payments, and perform as cashier for the office on a daily basis. Accepts monies in the form of cash, money orders and cashier checks and issues signed receipts. Receives payment from public for fees and lower court appeal bonds. Conducts cash transactions as payments for warrants including entering credit card transactions and mail payments. Prepares bank deposits. Makes daily and monthly reports to reconcile receipts.
- Receives and processes petitions, indictments, tickets, affidavits, complaints, applications or information instituting a cause of action and makes appropriate notations in computer system including data element codes. Notifies appropriate authorities of filing when required by law. Conducts review of legal documents submitted, including those submitted electronically. Determines the legal and factual issues presented and docketed the filing into the case tracking system with the appropriate code structure. May process emergency protection orders, peace bond applications, school cases, property hearings, animal cruelty seizures, unlawful towing of vehicles and writs of re-entry. May research and verify petitions and orders for expungement. Maintains a tracking system for processing acquittal expungement orders. Routes assigned causes of action to court, as required. May determine nature of suit and assess fees and fines. Reviews documents submitted in assigned cause of action and determines case impact. Makes appropriate notation on case docket, and on computer system.
- Initiates new cases and updates the status of existing cases in the automated case management system. Determines the category and description of each document or transaction by reviewing event logs and case dockets. Organizes, bar codes, and scans documents into the document imaging system. Indexes each document by entering the appropriate category codes and descriptions so that documents can be retrieved quickly using a variety of data elements. Uses scanning software to input case information. Captures images and performs quality assurance. Scans incoming legal documents. Performs quality verification procedures on scanned documents prepared by co-workers. Assesses scanned electronic images for legibility, blank documents and missing records.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Court Clerk I

JOB CODE: 13746
PAY GRADE: 13

FLSA STATUS: Non-Exempt
LAST REVISED: 10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Prepares or issues summons, capiases, warrants, commitments, subpoenas, citations, writs, injunctions, protective orders, restraining orders, judgments, notices and executed commitments by statute, rule, order of court or request by customer. May accept pleas, pleadings, and motions and records all documents. Maintains up-to-date docket detail retrieval to provide accurate information to judge and interested parties. May prepare extensions, deferred dispositions, defensive driving requests and determines if conditions are met. May review and verify license suspension orders and submit documentation to law enforcement agencies. Reviews and may interpret orders signed by judge to determine further action required. Follows through on action. Receives and processes exhibits to be filed, follows through on orders for consolidation, severance or transfer. Prepares post-judgment documents, such as writs of habeas corpus, abstracts of judgment, order of sale, and writs of execution in compliance with statutes, rules, case law and customer requests. Inspects proposed orders and court records for correctness before submitting to judge.
- Sets cases for trial and notifies parties of scheduled settings. Files pleadings and records docket information. May schedule criminal and civil bench and jury trials. Prepares and issues subpoenas, judgments and orders. May coordinate with jury office to ensure adequate availability of jurors. Assists judge in courtroom with jurors and other parties during trial. Issues notices, prepares documents and files for court, and ensures equipment and materials are prepared daily for courtroom. Checks in parties arriving for trial and assists judge in courtroom. May schedule interpreter if needed. May prepare commitments and assist judge with jail call. May assist inmates who have limited English skills. May prepare appeals, including accepting bonds and determining due dates to be filed with Appellate Court. May process, execute and distribute judgments, opinions and mandates from Appellate Court.
- May provide radio and telecommunications services to deputies in the field. Receives, evaluates and responds to radio traffic. Maintains radio or phone contact and monitors deputies. Processes information received from field deputies and updates deputies with research.
- May calculate judgments and writs at multiple interest rates. Prepares public notices of property sales and postings. Prepares and files documents of sale, including deeds. Prepares legal notices of eviction. Maintains inventories of seized property and funds and arranges for storage, as required.
- Works closely with division managers on special projects. Conducts research inquiries in multiple databases. Updates legal files with pertinent information. May coordinate for off-site storage of records. Performs statistical analysis and produces activity reports.
- May receive warrants and processes warrant information into computer system. Conducts research on parties named in warrants and updates files. Prepares and mails notices to individuals with outstanding warrants. Notifies deputies of outstanding warrants. Tracks warrants currently being worked. Works with deputies in clearing outstanding warrants. Closes outstanding warrants when obligations fulfilled.
- May notify law enforcement authorities and other essential parties when a protective order becomes final. Assists customers with Legal Ease payments and receives approval information from bank. Coordinates files going to off-site storage and docketing of civil case files and civil bond forfeitures cases.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:**Education and Experience:**

Associate's degree in Criminal Justice, Public Administration, Business Administration or a directly related field AND two (2) years of responsible clerical experience, including familiarity with legal procedures, terminology, the court system, and customer service;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Court Clerk I

JOB CODE: 13746
PAY GRADE: 13

FLSA STATUS: Non-Exempt
LAST REVISED: 10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Knowledge, Skills, and Abilities:**Knowledge of:**

- Criminal justice system policies and procedures.
- Legal terminology, principles, procedures, documents and forms.
- Office procedures and protocol.
- Scanning equipment and document control.
- County Court at Law Systems.
- Litigation procedures.
- Appeal process from lower courts.
- Warrant process.
- Criminal justice procedures to handle bond forfeiture cases.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Analyzing legal documents.
- Coordinating the review and processing of legal documents.
- Calculating and collecting money.
- Operating two-way radios and other communications devices.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:

- Interpret and process legal data.
- Operate complex databases.
- Work under minimal direction.
- Make independent decisions based on the requirement of statutes, policies and procedures.
- Handle high volumes of detail-oriented work and to delegate.
- Handle multiple tasks simultaneously.
- Effectively deal with dissatisfied customers.
- Establish and maintain effective working relationships with County employees and officials, judges, attorneys, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching to perform the essential functions. Extended periods of time at the computer entering data. Subject to heavy workloads, time schedules, deadlines and office interpersonal management duties, and walking to courtroom and outside walking.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.